

# INCA Community Services Succession Plans



Effective: May 2024

## EXECUTIVE DIRECTOR SUCCESSION PLAN

If **Erica Pogue** is no longer serving as Executive Director, the program directors will be responsible for their programs and the oversight of the agency will appoint LaQuita Thornley as an Interim Director until the board approves a new Executive Director.

Should the standing appointee be unable to serve the next in line will be:

Name: JoAnn Barnes

Title: Finance Director

## KEY PERSONNEL SUCCESSION PLAN

### Head Start Director

If **Amanda Cramer** is no longer serving as Head Start Director, **Erica Pogue**, Executive Director will be responsible for the oversight of the program until the Board appoints an interim or new Head Start Director. The Executive Director may appoint staff to assist with the successful administration of the program. Those individuals are:

Name: Lori Thurman

Title: Education Manager

### DDSD RAVE Director

If **Kristy Mobbs** is no longer serving as the DDSD RAVE Director, **Erica Pogue**, Executive Director will be responsible for the oversight of the program until a new director is appointed. The Executive Director may appoint an Acting Director or appointees given additional duties to assist with the successful administration of the program. Those individuals are:

Name: Melissa Lackey

Title: Program Coordinator

### JAMM Transit Director

If **Erica Pogue** is no longer serving as the JAMM Director, the following individuals will administer the program:

Name: Carrie Spicer

Title: Murray County Route Supervisor

### **CSBG/Housing/Capacity Director**

If **Cherish Mayo** is no longer serving as the director over CSBG/Housing/Capacity Services, **Erica Pogue**, Executive Director will be responsible for the oversight of the program until a new director is appointed. The Executive Director may appoint an Acting Director or appointees given additional duties to assist with the successful administration of the program. The individual is:

Name: JoAnn Barnes

Title: Financial Director

### **Human Resource Coordinator**

If **Shelley Prince** is no longer serving as the coordinator for Human Resources, Erica Pogue, Executive Director will be responsible for the oversight of the program until a new manager is appointed. The Executive Director may appoint staff to assist with the successful administration of the program. The individuals are:

Name: JoAnn Barnes

Title: Finance Director

### **RSVP Director**

If **Wanda Gray** is no longer serving as the director over RSVP, **Erica Pogue**, Executive Director will be responsible for the oversight of the program until a new director is appointed. The Executive Director may appoint an Acting Director or appointees given additional duties to assist with the successful administration of the program. The individuals are:

Name: Makayla Hughes

Title: RSVP Coordinator

### **Finance Director**

If **JoAnn Barnes** is no longer serving as the Finance Director, **Erica Pogue**, Executive Director will be responsible for the oversight of the program until a new director is appointed. **Lowell Wright**, Fiscal Consultant will assist with ensuring the successful administration of the agency's financial status. The Executive Director may appoint staff to assist with the successful administration of the program. The individuals are:

Name: Angella Martinez

Title: Bookkeeper

The Emergency Succession Plan and all supporting documents will be updated, reviewed and approved by the Board of Directors annually.

